



**CERTIFICATE OF COMPLIANCE  
FOR LOT LEGALITY  
INITIAL SUBMITTAL CHECKLIST  
E-2**

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Project Name \_\_\_\_\_

DWG No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This submittal checklist is to be used for the processing of one lot or one group of contiguous lots.
- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:**

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed city Engineering Plancheck Application
- \_\_\_\_\_ 4. Original and two copies of letter from property owner(s) requesting certificate of compliance
- \_\_\_\_\_ 5. \*Four copies of the legal description of each lot. Each legal description on a separate 8 ½" X 11" sheet, typewritten, and labeled "Exhibit A."
- \_\_\_\_\_ 6. \*Four copies of the plat, each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- \_\_\_\_\_ 7. Copy of reference maps, when applicable
- \_\_\_\_\_ 8. For each lot, two copies of the instrument originally creating the lot
- \_\_\_\_\_ 9. For each lot, two copies of the title report showing the current owner(s)
- \_\_\_\_\_ 10. Application fee
- \_\_\_\_\_ 11. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



**CERTIFICATE OF COMPLIANCE  
FOR LOT LEGALITY  
RESUBMITTAL CHECKLIST  
E-2**

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

**THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN THE RESUBMITTAL:**

- \_\_\_\_\_ 1. This resubmittal checklist  
\_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted  
\_\_\_\_\_ 3. Copy of previous city transmittal letter  
\_\_\_\_\_ 4. All previous checkprints of legal descriptions, plats, review checklist, title reports, reference maps, and documents  
\_\_\_\_\_ 5. \* \_\_\_\_\_ copies of the corrected legal description(s)  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ Other—dept.: \_\_\_\_\_)  
\_\_\_\_\_ 6. \* \_\_\_\_\_ copies of the corrected plat(s)  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ Other—dept.: \_\_\_\_\_)  
\_\_\_\_\_ 7. Copy of chain of title documents  
\_\_\_\_\_ 8. Department comments: \_\_\_\_\_ Planning, \_\_\_\_\_ Other—dept.: \_\_\_\_\_  
(Distribution: to indicated departments)  
\_\_\_\_\_ 9. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



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MYLAR SUBMITTAL CHECKLIST  
E-2**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

**THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:**

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal descriptions, plats, review checklist, title reports, reference maps, and documents
- \_\_\_\_\_ 5. \*Three originals of the corrected legal description(s), signed and sealed. Include the city's CE (certificate) number in the heading of the legal description for that lot.

Lot 1: CE \_\_\_\_\_ Lot 2: CE \_\_\_\_\_

- \_\_\_\_\_ 6. \*Three originals of the corrected plat(s), signed and sealed
- \_\_\_\_\_ 7. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Other—dept.: \_\_\_\_\_
- \_\_\_\_\_ 8. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_